

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS

INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

19 (CF) CASE FILES

190116 CASE FILES

This series contains copies of applications for benefits, health records, correspondence, resume of service, and request for additional information.

RETENTION: Retain for 3 years after the death of the veteran (UDR), then dispose by shredding.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800387 MILITARY SERVICE RECORDS

This series contains the recorded copy of the military discharge.

RETENTION: Retain for 100 years, then transfer to the State Archives. This record series is confidential (NDCC 37-18-11).

90 (S/S/R) SURVEY/STUDY/REPORT

900230 REPORTS

This series contains monthly reports to State Department of Veteran's Affairs and county commissioners from the County Service Officer. Indicates number of contracts, number of awards, money received, phone log and other services.

RETENTION: Retain for 3 years, then dispose by landfill.